



Business Travel Authorization (BTA) for MPI-AB employees

OR

Agreement for Financial Support of Travel Expenses (STE) for MPI-AB stipend holders and guests

- Please read the notes and explanations on the last page
- Fill in the form before you start your business trip
- Forward the form to your supervisor and get your supervisor's approval/signature
- Forward the form to travel.rado@ab.mpg.de (your Dept.'s assistant in cc) at least three days prior to travel
- Expense claims must be submitted within six months of return

Name _____ First name _____ Dept./Group _____

Destination _____ Funding (Cost center/Project no.) _____

Purpose/s _____ Duration from (date) _____ to _____
(attach itinerary/program if available)

Fellow traveler(s) _____

- The business trip will be linked to a **private trip (max. 5 workdays)** from _____ to _____
- I request an **advanced payment** (*more info see last page*)

Intended mode of transport

- Train** **Rental vehicle** **Institute vehicle** (conferences/workshops: at least 2 pers.)
- Plane** (provide a reason for travel <1,000 km) _____
- Private vehicle** to and from the airport/train station for the entire distance
- A significant official purpose of the use of private vehicle
- shall be recognized for this business trip with reason _____
(*If discussed and approved before the beginning of the business trip the reimbursement is 0.3 EUR/km*)
- the private vehicle is used without a significant official purpose
(*The employee doesn't assume any property damage liability. The reimbursement is 0.2 EUR/km with a maximum of 150 EUR*)

- I declare that I will participate in the bonus program of an airline or Deutsche Bahn.

Reimbursement is promised by a third party for

- accommodation daily allowance air/train fare others: _____

Daily allowances for scientific personnel (to be agreed on with a Director/Group leader in advance)

Travel is for personal development and no daily allowances or lump sum will be paid at all.

Daily allowances for departure and arrival travel day (80% of daily allowance) yes no

Choose the relevant option/s for the **business event**

No daily allowances (e.g., field station provides full meals)

Daily allowance according to BRKG country list from (date) _____ to (date) _____
(e.g., no food or access to cooking facilities is provided by the field station)

Lump sum payment requested from (date) _____ to (date) _____
(e.g., business trip with access to cooking facilities)

The lump sum for the full time _____ EUR

(200 EUR per month (7 EUR per day) in countries cheaper or equally expensive than Freiburg, Germany,
400 EUR per month (14 EUR per day) in countries more expensive than Freiburg, Germany according to
the cost of living index <https://www.numbeo.com/cost-of-living/>)

Radolfzell/Konstanz (date) _____ Applicant's signature _____

TO BE FILLED IN BY DIRECTOR/GROUP LEADER

Business trip is authorized according to BRKG and MPI-AB policy on daily allowances (BTA)

OR

Financial Support of Travel Expenses is authorized as requested (STE)

Radolfzell/Konstanz (date) _____ Signature Director/GL _____

The significant official purpose for the use of the traveler's private vehicle is

accepted not accepted Date _____ Admin _____

Notes and explanations

Approval of business trips

Business trips should be planned and applied for well in advance and in such a way that there is sufficient time for approval to be granted before the start of the trip. Trips of MPI-AB employees can only be granted by their direct supervisors (Directors/Group Leaders).

Use of airplanes

The cost of air flights will be reimbursed if the airplane is used for business reasons or reasons of economy (e.g., to reach a meeting on time, if, for example, by using an airplane lower travel costs are incurred than by using a train, or if the gain in working time is of at least a whole working day). In the case of air flights within Germany economy class flights are reimbursed. For international flights, the Foreign Travel Ordinance (ARV) continues to apply.

Use of taxis and rental cars

Taxis or rental cars may only be used with valid reasons. Valid reasons for the use of taxis are

- Urgent business reasons (e.g., very early flight with lots of field baggage);
- Urgent personal reasons (e.g., state of health);
- Regular public transport services are delayed or suspended;
- Journeys between 22:00 and 6:00;
- This is the only means of transport for getting to and from the station/airport, as well as for journeys at the location of the business being visited.

Lack of familiarity with a location and poor weather are insufficient reasons for the use of a taxi. If a valid reason is not apparent, travel cost reimbursement is determined in line with § 5 paragraph 1 of the Federal German Act on Travel Costs (BRKG) (0.2 EUR/km – short journey reimbursement). For this reason, it is requisite to provide information about the number of kilometers traveled.

If there are valid reasons for the hiring of a rental car, solely costs for the hiring of a motor vehicle of the lower medium-sized category (e.g., a Golf) can be reimbursed.

Use of a private car

Following § 5 paragraph 1 of the Federal German Act on Travel Costs (BRKG), when a private car is used without a significant business reason, the employer's liability for damage to property does not apply. Please therefore obtain information from the administration of the institute before the start of the business journey regarding the possibility of fully comprehensive insurance for business trip purposes.

If there is a significant business interest in the use of a private car (§ 5 paragraph 2 of the BRKG), it is possible, in the instance of an accident, to claim against property damage liability in accordance with the relevant valid conditions. The significant business interest must have been established before the start of the business trip during the arrangement or approval process by the travel cost center either in writing or electronically. For this reason, it is essential to contact the Travel Team before the start of the business trip.

It can be assumed that there is an instance of significant business interest if the business meeting could otherwise not be carried out or if the use of a car is integral to the purpose of the meeting. This is the case if

- The business meeting cannot be carried out by using regular public transport or regular public transport is not available;
- Heavy luggage (at least 25 kg) and/or unwieldy luggage (not personal luggage) need to be transported;
- The use of a car enables, during the same day, several business locations to be visited, that could not be visited on the same day using regular public transport;
- Physical handicap designated "a G" (exceptional handicap);
- A significant business interest can also be assumed if it can be demonstrated that the regular use of a private car means that the procurement of a company car (purchase or leasing) can be dispensed with on an enduring basis.

Advanced payment

Advanced payments can be paid in cash (EUR/USD) or bank transfer if expenses are expected to be higher than 200 EUR. 80% of travel expenses without daily allowance can be considered (transport, accommodation etc.) and 100% of expedition expenses abroad (purchases etc.). Please fill in the Excel-sheet in the intranet.

Business trip G35 examination/consultation

Occupational-medical health examinations are mandatory for research trips to (sub) tropical areas as well as to regions with a particular risk of strain or infection due to climatic conditions. Contact: Sarah Berg, Tel. 07732 1501-29, sberg@ab.mpg.de.

MPI-AB Travel Team

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